



Monday, June 24, 2002

## <Meeting Title> Outcome Summary

**Purpose:** <Insert "purpose" from the meeting's agenda.>

**Desired Outcomes:** <Insert status of "desired outcomes" from the meeting's agenda. See example below.>

- ☐ COMPLETE- A prioritized list of major obstacles.
- ☐ TABLED- An agreement on key stakeholders.
- ☐ COMPLETE- A verbal agreement on assigned action items

Copy and paste the "**desired outcomes**" from the agenda. State the status (i.e., COMPLETE, TABLED, DELETED) of the desired outcome.

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Topic	Decisions Made (Provide background information if necessary)
<p>The "<b>topic</b>" column should correspond to each of the "what" items found the meeting agenda. Copy and paste each "what" item into the topic rows.</p>	<p>The "<b>decisions made</b>" column provides an overview to the major decisions the group made for each agenda item. Rather than reporting the entire conversation, provide appropriate background information to help the person reading this column understand why the group made the decision. Notice the shift in reporting; the focus is on <i>outcomes</i> and <i>decisions</i>.</p>

2

3

### Action Items:

What	Who	By When
<insert a new row for each action item description>		

The "**Action Items**" section should list each of the next steps, "**who**" is responsible (or the point of contact), and a specific "**by when**" completion date. This list should be created during the meeting. The facilitator should ask the group to agree to it at the close of the meeting.

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### Next Meeting:

- Time and Place:
- Possible Agenda Items:
- Facilitator:

The "**next meeting**" logistics should be decided at the end of your meeting and included in the outcome summary as a reminder to the group.

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